

LG750 Paddlewheel with Table — Daily Report

Organization: _____ Table Operator: _____

Date: _____ Site Name: _____ Table: _____

STARTING CASH BANK	ENDING CASH BANK
\$ 100 x _____ = \$ _____	\$ 100 x _____ = \$ _____
\$ 50 x _____ = \$ _____	\$ 50 x _____ = \$ _____
\$ 20 x _____ = \$ _____	\$ 20 x _____ = \$ _____
\$ 10 x _____ = \$ _____	\$ 10 x _____ = \$ _____
\$ 5 x _____ = \$ _____	\$ 5 x _____ = \$ _____
\$ 1 x _____ = \$ _____	\$ 1 x _____ = \$ _____
Starting cash \$ _____	Ending cash \$ _____
Cashier: _____	Cashier: _____
Verified by: _____ (may not be wheel operator)	Verified by: _____ (may not be wheel operator)

CHIP BANK INVENTORY (CASHIER)					
OPENING			CLOSING		
	Quantity	Value		Quantity	Value
\$25 (green)		\$ _____	\$25		\$ _____
\$5 (red)		\$ _____	\$5		\$ _____
\$1 (white)		\$ _____	\$1		\$ _____
TOTAL		\$ _____	TOTAL		\$ _____
Cashier: _____			Cashier: _____		
Verified by: _____ (may not be wheel operator)			Verified by: _____ (may not be wheel operator)		

CHIP VARIANCE:	
Closing	\$ _____
Minus starting	\$ _____
Chip variance	\$ _____

For Drop Box Cash and Fill/Credit Slip information, use a separate LG750 for each table. Include the totals in the Daily Report Summary on the LG750 used to summarize daily activity for all tables

TABLE DROP BOX CASH	
\$100 x _____	= \$ _____
\$ 50 x _____	= \$ _____
\$ 20 x _____	= \$ _____
\$ 10 x _____	= \$ _____
\$ 5 x _____	= \$ _____
\$ 1 x _____	= \$ _____
TOTAL \$ _____	

Drop box must be opened and cash counted in the presence of 2 persons.

Counted by: _____

Verified by: _____

(may not be wheel operator or cashier)

TABLE FILL AND CREDIT SLIPS	
Fill number	Fill amount
Total fills	\$ _____
Minus credit amount	\$ _____
Credit number: _____	
Value of chips awarded	\$ _____

DAILY REPORT SUMMARY		
Adjusted Net Receipts	Cash Profit/Loss	Cash Long/Short
1. Enter amount from line 8 from all LG751s \$ _____	4. Ending cash bank \$ _____	9. Cash profit/loss (from line 8) \$ _____
2. Chip variance (add negative variance; subtract positive variance) \$ _____	5. Add drop box cash \$ _____	10. Minus adjusted net receipts (from line 3) \$ _____
3. Adjusted net receipts \$ _____	6. Subtotal \$ _____	11. Cash long/short \$ _____
7. Minus starting cash bank \$ _____	8. Cash profit/loss \$ _____	
Summary completed by: _____ Audit completed by (may not be cashier or operator): _____		
Signature (in ink) _____	Date _____	Signature (in ink) _____
		Date _____
Deposit prepared by: _____ Deposit amount: \$ _____		

LG750 Paddlewheel With a Table

Daily Report: Instructions

Before the start of activity

Starting cash bank

The cashier, who may not be the paddlewheel table operator:

- counts the start-up cash bank for the paddlewheel table activity,
- records the amount in the Starting Cash Bank section, and
- signs the LG750.

A third person, who may not be the paddlewheel table operator, counts the start-up cash and signs on the "verified by" line in the Starting Cash Bank section. This may be done prior to the cashier's count. For example, the gambling manager may count and record the information before the cashier does a count.

Chip bank inventory

A third person who is not the paddlewheel table operator or cashier:

- counts the chip bank inventory,
- completes the opening Chip Bank Inventory section, and
- signs on the "verified by" line.

This may be done prior to the cashier's count.

The cashier counts the chip bank inventory and signs the LG750.

Chips may not be transferred from one table to another.

Table fill and credit slips

Whenever chips are distributed to a paddlewheel table from the chip bank, the paddlewheel chip and cash bank cashier must prepare a fill slip.

The fill slip must be at least a two-part carbonless form with the following information:

1. date and time
2. denomination of chips
3. quantity and total dollar value, by denomination, of chips
4. total dollar value of chips
5. table identification number, if more than one table

MARK X IN BOX			
Fill		Credit	
White-cashier		White-drop box	
Yellow-drop box		Yellow-cashier	
Table # _____			
Date _____			
Time _____			
Denom.	Number	= \$	Amt.
_____ X	_____	= \$	_____
_____ X	_____	= \$	_____
_____ X	_____	= \$	_____
_____ X	_____	= \$	_____
TOTAL \$			_____
SIGNATURES			
Operator _____			
Cashier _____			
56021			

- The paddlewheel table operator completes a fill slip and gives it to the cashier.
- The cashier counts out the requested chips, signs the fill slip, keeps the white copy, and gives the chips and the yellow copy to the paddlewheel table operator.
- The paddlewheel table operator recounts the chips and then signs and inserts the yellow copy into the paddlewheel table drop box.

When additional chips are needed at the paddlewheel table, the paddlewheel table operator must complete a fill slip following the above steps.

LG750 Paddlewheel With a Table

Daily Report: Instructions (continued)

Closing the game

Returning chips to chip bank; credit slips

The paddlewheel table operator:

- ___ counts the chips,
- ___ completes and signs a credit slip for all chips being returned from the table to the cashier,
- ___ inserts the white copy of the credit slip into the paddlewheel table drop box, and
- ___ returns the chips to the cashier with the yellow copy of the credit slip.

The cashier:

- ___ counts and verifies the returned chips to the amount listed on the fill slip,
- ___ signs the yellow copy of the credit slip kept with the LG750, and
- ___ puts the returned chips into the cashier's chip bank inventory.

Chip bank inventory

After the paddlewheel operator has returned the chips to the cashier, the cashier:

- ___ counts the chip bank inventory,
- ___ records the amount in the closing Chip Bank Inventory section of the LG750,
- ___ completes the Chip Variance section of the LG750, and
- ___ signs the LG750.

A third person, who is not the paddlewheel table operator, verifies the chip bank inventory and signs the LG750.

Ending cash bank

The cashier counts the ending cash bank, records the amount in the Ending Cash Bank section, and signs the LG750.

A third person, who is not the paddlewheel table operator, verifies the ending cash bank and signs the LG750.

Table drop box cash

At the end of the activity, the paddlewheel table operator must remove the unopened drop box and lock it in a secure place, such as a safe.

Two organization employees must:

- ___ open the table drop box,
- ___ count the cash and complete the Table Drop Box Cash section of the LG750,
- ___ complete the Table Fill and Credit Slips section of the LG750, and
- ___ sign the LG750.

The paddlewheel table operator and the chip and cash bank cashier may not count the cash together; however, one of them may count the cash. A third person must count and verify the cash count.

Daily report summary and deposit

A third person completes the Daily Report Summary on the LG750. The summary is used to compare the adjusted net receipts to the actual cash on hand to determine if there is a cash long or short.

The actual amount of cash from the occasion is the amount deposited into the gambling bank account within 4 business days.